



OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch
Superintendent

Memorandum

To: Career and Technical Education Grant Administrators
From: OPI Career and Technical Education Specialists
Date: May 30, 2007
RE: Carl Perkins Electronic Application Form is On-line

We are pleased to announce that the Perkins application is now available for completion. Thank you for your patience while we worked through numerous implementation challenges. **The due date for the 2007-2008 Perkins application is Friday, July 13, 2007.** If non-administrators will be entering information into the Perkins application, the district is responsible for granting access rights to those individuals. Page lock controls are built into the system and should be utilized when granting rights within the district.

To access the Perkins E-grant, log on to the OPI E-grants system at <http://opi.mt.gov/ITProjects/E-Grants.html> then select "Carl Perkins - Secondary" from the menu list. As a general rule, complete the tabs from left-to-right, top-to-bottom. For your assistance, an "Instructions" link is on each page of the application. The "Planning Tool (Topic 7)" must be completed before you can do any budget work in the Perkins application.

Save your work often. If you leave a page without saving, you will lose everything entered on that page. Using your "Back" or "Refresh" buttons will cause a system error which can clear previously-entered-but-not-saved items.

The allocation amount that is preloaded into the Perkins grant is your 2006-2007 allocation. 2007-2008 allocations cannot be run until we know how many districts are submitting applications for the funds. Once actual allocations are run later in the summer, districts will create an amendment to their application to adjust to the 2007-2008 allocation amount. Instructions on how to create an amendment will be sent at a later date.

The Montana Perkins application is a combination of parts and pieces of electronic grants from other states and our own unique-to-Montana creations. A lot of work went into making this application as user friendly as possible, but there is always room for improvement. Your feedback will help us fine tune the application for the years to come. Please feel free to let us know what you like and dislike about the new application.

"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."

If you need help with:

- Login IDs, passwords, or security, contact OPI Security at (406) 444-3448;
- Internet connection issues, contact OPI Internet Services (406) 444-1626;
- Specific application pages, contact the Perkins specialist assigned to your district; *
- Accountability issues, contact the Perkins accountability specialist at (406) 444-9019;
- Financial pages, contact the Perkins accountant at (406) 444-2560.

Additionally, copies of the OPI's E-grants training materials are posted on the website listed above.

* If you don't know your district's assigned specialist, click on the "Contact Us" hyperlink in the instructions for a listing.